



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 26, 2021

OFFICE MEMORANDUM

No. **000640** s. 2021

2021 YEAR-END PERFORMANCE REVIEW AND EVALUATION

To: Members of the Performance Management Team
Chiefs of the Regional Functional Divisions
All Others Concerned

1. This Office, through the Performance Management Team (PMT), will conduct the 2021 Year-end Performance Review and Evaluation of Accomplished Office Performance Commitment and Review Forms (OPCRFs) on December 13, 2021 at the RELC-NEAP Training Hall I, Department of Education VIII Complex, Government Center, Candahug, Palo, Leyte.
2. The objectives of this activity are as follows:
 - a) present the accomplished 2021 OPCRFs (with ratings) of each Regional Division Office;
 - b) review and evaluate the OPCRFs in terms of accomplishments of targets, issues encountered, and Means of Verification (MoVs) per Key Result Area (KRA);
 - c) forge commitments for the improvement of performance in the next cycle of performance evaluation; and
 - d) other important matters.
3. Relative to this, each Regional Office (RO) Functional Division (FD) shall conduct the following preliminary activities in preparation to the abovementioned scheduled activity:
 - a) conduct a pre-performance review and evaluation of its 2021 OPCRf and IPCRFs of each individual employee at their respective offices;
 - b) come up with final ratings of performance;
 - c) prepare MoVs per rating that has been obtained per indicator and per KRA; and
 - d) submit the accomplished OPCRFs and IPCRFs with MoVs for final review and evaluation by the Performance Management Team (PMT).



4. The participants to this activity are the following:

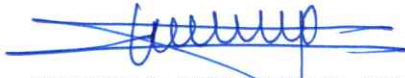

Office/Participants	No. of Pax	Name
ORD	1	Dr. Evelyn R. Fetalvero
PMT Members	10	Dr. Bebiano I. Sentillas
		Dr. Isidro C. Catubig
		Ms. Alma E. Suyom
		Ms. Mercedes M. Sarmiento
		Mr. Sonny S. Tayum
		Dr. Genis S. Murallos
		Ms. Jeanneth P. Camenforte
RO FD Chiefs	5	Ms. Eva D. Rosales
		Dr. Rita R. Dimakiling
		Dr. Alejandrino L. Yman
		Dr. Rosemarie M. Guino
		Dr. Harvie D. Villamor
PPRD Staff	6	Mr. Cesar P. Verunque
		Dr. Teodorico C. Pelino Jr.
		Mr. Mark Lito B. Gallano
		Ms. Jennylind D. Daya
		Ms. Marcelina Villamor
		Ms. Epifania G. Melchor
		Ms. Primitiva B. Boco

5. The participants are reminded to observe the usual safety protocols such as wearing of facemasks, maintaining social distancing, and frequent handwashing or using of alcohol while attending this activity. The PMT representatives for Schools Division Offices (SDS Genis S. Murallos) and Civil Society Group (Ms. Jeanette P. Camenforte) shall participate virtually via Zoom through the link: <https://bit.ly/2021YEPRE>.

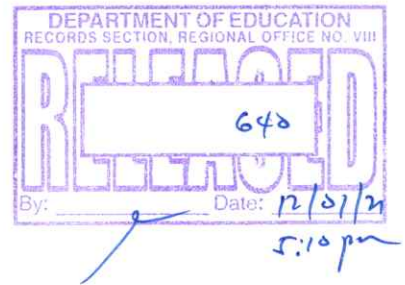
6. Each RO FD Chief shall be given 15 minutes to present his/her OPCR in a Slidedeck Presentation using the enclosed template and another 15 minutes shall be given to the PMT Members to review, evaluate, and give feedback.

Time	Functional Division	Presenter
09:00-09:30 AM	AD	Dr. Alejandrino L. Yman
09:30-10:00 AM	CLMD	Dr. Harvie D. Villamor
10:00-10:30 AM	ESSD	Dr. Isidro C. Catubig
10:30-11:00 AM	FTAD	Mr. Cesar P. Verunque
11:00-11:30 AM	FD	Ms. Alma E. Suyom
11:30-12:00 AM	HRDD	Ms. Mercedes M. Sarmiento
01:00-01:30 PM	PPRD	Dr. Rita R. Dimakiling
01:30-02:00 PM	QAD	Dr. Rosemarie M. Guino

7. Expenses incurred relative to the conduct of this activity such as one meal and two snacks and venue rental shall be charged against PPRD funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

PPRD-TCPJ



Enclosure to OM _____, s. 2021

TEMPLATE FOR THE CONTENTS ON THE PRESENTATION OF THE OPCR

Name of the Division: _____

Statement of Purpose: _____

KRAs	Objectives	KPIs	Outputs